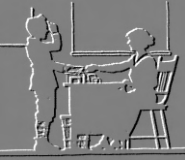


## Montana Mentor Institute 2005



### Strands

- Beginning Mentor Strand
- Advanced Mentor Strand (Open to participants who have attended a previous institute or have trained as a mentor.)
- Mentor Program Development Strand

### Credit

- 13 OPI renewal units will be available.
- Two MSU graduate credits (SPED 582-Issues in Supervision) will be available on-site for an additional fee of \$250.

### Registration

- Enrollment is limited so send in your form today!
- Registrations Before July 8th:
  - \$45 (Individual)
  - \$35 (Each Team Member - A team must include at least one administrator and two or more teachers.)
- Registrations After July 8th:
  - \$60 (Individual)
  - \$50 (Each Team Member)
- There will be no refunds on cancelled registrations; cancelled dorm room fees will be refunded in full.

### Meals

- Meals will be on your own; snacks and beverages will be provided during breaks.

### Lodging

- Lodging has been arranged at both the MSU-Billings campus (\$21 per night) and at a local hotel (\$60/\$75 per night). See the registration form for details.

### Contact Information

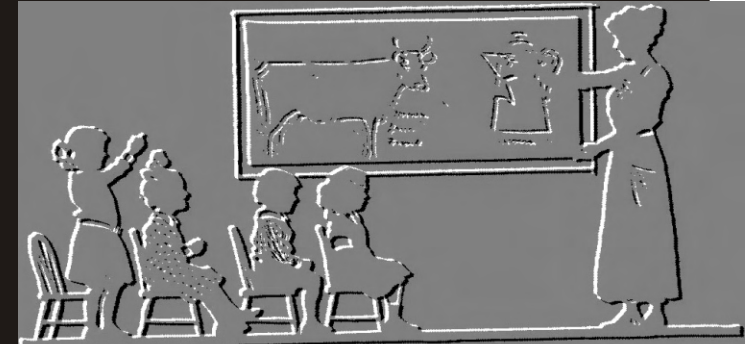
- For questions about the Institute, contact Nikki Sandve, OPI at (406) 444-0299 or [nsandve@mt.gov](mailto:nsandve@mt.gov).
- Conference coordination is provided by BTC, MSU-Bozeman. For questions regarding registration, contact them at (406) 994-6683 or [outreach@montana.edu](mailto:outreach@montana.edu).



**Burns Telecom  
CENTER**  
204 Culbertson Hall  
PO Box 172200  
Montana State University  
Bozeman, MT 59717-2200



## Montana Mentor Institute 2005



*Reflecting on  
Classroom  
Practice*

**July 28-29, 2005**

**Billings, Montana**

**Montana State University-Billings Campus**

**An institute sponsored by**

OPI Title I—Part A Program, Division of Special Education,  
MEA-MFT, OPI Title II—Part A, and School Administrators of Montana

## Montana Mentor Institute 2005

July 28-29, 2005  
Billings, Montana  
Montana State University-Billings Campus



## What is the purpose of the Montana Mentor Institute?

- Promote mentoring programs as a tool for enhancing teacher retention and quality.
- Develop teachers as high-quality teacher mentors.

## Beginning Mentor Strand

Intended Audience: Veteran teachers who will be mentoring new teachers or who would like to increase their mentor skills.

**Su Lively** will provide an in-depth professional development on skills mentors need to support beginning teachers, including: establishing a mentoring relationship, phases of first-year teaching, observation tools for effective mentoring, providing appropriate support, and formulating a year-long mentoring plan. Su is a current classroom teacher and mentor program coordinator in Hampton, VA as well as a National Board Certified Teacher. She has trained hundreds of mentor teachers, gaining national recognition while vastly enhancing teacher retention rates in her local district.

## Advanced Mentor Strand

Intended Audience: Teachers who have attended at least one other Mentor Institute or who have received formal mentor training.

**Peggy Olcott** will provide participants with templates and tools for engaging new teachers and colleagues in thoughtful, learning-focused conversations in order to support and enhance instructional practice. In addition, participants will refine their non-verbal and verbal skills as well as explore strategies for providing feedback as a way to improve instructional decision-making. Peggy is Program Coordinator for Tahoma School District in Washington. She organizes and supervises the New Staff Support Program which includes summer orientation activities as well as study groups throughout the school year for both first year teachers and experienced teachers new to the district.

## Mentor Program Development Strand

Intended Audience: School personnel who will help design, lead and/or supervise a district-wide or school-wide mentor program.

**Does your district or school want to develop a mentor program?** Do you have a fledgling mentor program in the works and would like some additional ideas? Presenters from Montana schools and districts that have developed successful mentor programs will describe their individual program and what it took to get it off the ground. Experienced mentors will clarify roles and responsibilities of the mentor and the site administrator; refresh participants in the phases of new teachers' development; and discuss mentor selection processes. In addition, participants will work with a mentor program template developed by the Statewide Mentor Taskforce; it is a road map in developing a best practice mentor program. Participants will have ample time to review the electronic templates and get a great, solid start on developing their own mentor program.

### All Strands Will Follow the Same Daily Schedule

#### Thursday

7:30 AM-8:30 AM ~ Registration  
8:30 AM-9:00 AM ~ Welcome  
12:00 PM-1:15 PM ~ Lunch On Your Own  
Evening ~ Dinner On Your Own

#### Friday

8:15 AM ~ Sessions Begin  
12:00 PM-1:15 PM ~ Lunch On Your Own  
4:00 PM ~ Travel Home Safely

Montana  
Mentoring Institute 2005

July 28-29, 2005  
Billings, Montana  
Montana State University-Billings Campus



REGISTRATION FORM

Only one registrant per form; please duplicate if necessary.  
Register early! Early registration due date is July 8, 2005

Personal Information

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

(Registration confirmations will be sent by email ONLY.)

Will you be attending with a team? \_\_\_\_Yes \_\_\_\_No  
If yes, please list the team members' names and positions.  
(NOTE: Each team member still needs to send in a registration form.)

Name _____	Position _____
Name _____	Position _____
Name _____	Position _____
Name _____	Position _____

Lodging Information

\_\_\_\_I will be making my own lodging arrangements.

\_\_\_\_Please reserve the following MSU single dorm room (DEADLINE: JULY 15) :  
\_\_\_\_Wednesday, July 27th \_\_\_\_Thursday, July 28th

\_\_\_\_I require special provisions in order to attend the institute and/or stay in the dorms.

Registration Information

\_\_\_\_I will be taking the Institute for graduate credit. (Sign-up and pay fee on site.)

I will be attending the:

\_\_\_\_Beginning Mentor Strand

\_\_\_\_Advanced Mentor Strand (Open to participants who have attended a previous institute or have trained as a mentor.)

\_\_\_\_Mentor Program Development Strand

Please check all that apply:

\_\_\_\_Early (before July 8th) Individual Registration: \$45

\_\_\_\_Early (before July 8th) Team Registration: \$35

\_\_\_\_Late (after July 8th) Individual Registration: \$60

\_\_\_\_Late (after July 8th) Team Registration: \$50

\_\_\_\_Single Dorm Room \$21 x \_\_\_\_\_ (# of days) = \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Payment Information

\_\_\_\_I am part of an OPI-sponsored mentor project; please bill the appropriate party.  
Mentor Code \_\_\_\_\_ (MUST be filled in)

\_\_\_\_Check or money order enclosed. (payable to MSU)

\_\_\_\_Charge the following credit card. (MC, Visa, Discover)

\_\_\_\_\_ / \_\_\_\_\_  
Card # Exp.

\_\_\_\_Bill the following institution.

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ PO # \_\_\_\_\_

Send Form and Payment to:



204 Culbertson Hall  
PO Box 172200  
Montana State University  
Bozeman, MT 59717-2200  
Fax: (406) 994-6546

Lodging Information

MSU-Billings Dormitory

A limited number of single dorm rooms have been set aside for \$21 per night for Institute participants. On the registration form, please indicate if you would like a room and for what dates. A reservation will be made under your name and further details about the room will be in your confirmation email. The number of rooms is limited and will fill on a first-come basis. Your registration form must reach us by July 15 in order for a room reservation to be made.

Sheraton Billings Hotel

A block of rooms at the Sheraton Billings Hotel has been set aside for Institute participants. Participants are responsible for making and paying for their own reservations. Please identify yourself as an OPI Mentor Institute participant to ensure receiving the published rate.

Sheraton Billings Hotel  
27 N. 27th Street  
Billings, MT 59101  
Local Phone: (406) 252-7400  
Toll Free Phone: (800) 588-7666  
Single: \$60 plus tax  
Double: \$75 plus tax  
Cut-Off Date: July 13, 2005